



International Advancement Certification Program (IACP)

Application Form for Senior and Leader Levels

Congratulations on your decision to pursue certification with Independent School Management (ISM). Being accredited in the **International Advancement Certification Program (IACP)** represents your commitment to ISM's Advancement Core Values, your dedication to your profession, and your desire to continually improve your professional skills and standing. We hope you will display your certificate and your new credentials proudly, and share your rewarding experience with others in the advancement profession.



More information and all forms are available at isminc.com/IACP.

Keep a copy of every completed form, including all supporting documentation, for your records—your submissions will NOT be returned. For more details about the requirements, visit: isminc.com/iacp-requirements.

You are applying for:

- Senior Level, IAP-S: **\$350** Leader Level, IAP-L: **\$450**

Payment

Fee must be mailed in with your application form. NO REFUNDS WILL BE MADE, regardless of whether or not a certification is granted.

- Check enclosed, payable to ISM
- Bill my school, PO # _____
- VISA/MasterCard/Discover/AMEX:
To pay by credit card, call 302-656-4944

Return completed form and fees to:

IACP Registrar, ISM

1316 North Union Street, Wilmington, DE 19806

FAX 302-656-0647 EMAIL iacpregistrar@isminc.com

SIGNATURE _____ DATE _____

PHONE 302-656-4944
FAX 302-656-0647

EMAIL iacpregistrar@isminc.com
WEB isminc.com/iacp

f [ismfanpage](https://www.facebook.com/ismfanpage)
t [@isminc](https://twitter.com/isminc)



Applicant information

FIRST NAME _____ MIDDLE INITIAL _____ LAST NAME _____ SUFFIX _____

TITLE _____ YEARS AT YOUR CURRENT SCHOOL _____ DATES _____

WHO REPORTS TO YOU? _____ TO WHOM DO YOU REPORT? _____

Address Home Work

STREET _____

CITY _____ STATE _____ ZIP/POSTAL CODE _____ COUNTRY _____

Contact information Home Work Cell

PHONE _____ EMAIL _____

Current School Information Same address as above

SCHOOL NAME _____ STREET _____

CITY _____ STATE _____ ZIP/POSTAL CODE _____ COUNTRY _____

PHONE _____ WEB _____

SCHOOL HEAD _____ YEAR FOUNDED _____ # OF FULL-TIME EMPLOYEES _____

ENROLLMENT _____ GRADES (LOWEST) _____ (HIGHEST) _____

TYPE BOARDING DAY BOTH GENDER BOYS GIRLS CO-EDPEDAGOGY MONTESSORI CLASSICAL WALDORF OTHER _____RELIGIOUS AFFILIATION (IF ANY) CATHOLIC CHRISTIAN EPISCOPAL ISLAMIC JEWISH LUTHERAN METHODIST
 NON-DENOMINATIONAL PRESBYTERIAN QUAKER SEVENTH-DAY ADVENTIST OTHER _____

LIST BY ACRONYM ALL MEMBERSHIP ORGANIZATIONS TO WHICH THE SCHOOL BELONGS

Other Advancement Experience (In private schools or other nonprofits)

EMPLOYER _____ NAME OF SUPERVISOR AND TITLE _____

STREET _____ CITY _____ STATE _____

ZIP/POSTAL CODE _____ COUNTRY _____ PHONE _____

POSITION HELD _____ DATES (MM/YY THROUGH MM/YY) _____ QUALIFYING ADVANCEMENT YEARS _____

JOB DESCRIPTION

.....

EMPLOYER _____ NAME OF SUPERVISOR AND TITLE _____

STREET _____ CITY _____ STATE _____

ZIP/POSTAL CODE _____ COUNTRY _____ PHONE _____

POSITION HELD _____ DATES (MM/YY THROUGH MM/YY) _____ QUALIFYING ADVANCEMENT YEARS _____

JOB DESCRIPTION



Experience continued

EMPLOYER _____ NAME OF SUPERVISOR AND TITLE _____

STREET _____ CITY _____ STATE _____

ZIP/POSTAL CODE _____ COUNTRY _____ PHONE _____

POSITION HELD _____ DATES (MM/YY THROUGH MM/YY) _____ QUALIFYING ADVANCEMENT YEARS _____

JOB DESCRIPTION

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EMPLOYER _____ NAME OF SUPERVISOR AND TITLE _____

STREET _____ CITY _____ STATE _____

ZIP/POSTAL CODE _____ COUNTRY _____ PHONE _____

POSITION HELD _____ DATES (MM/YY THROUGH MM/YY) _____ QUALIFYING ADVANCEMENT YEARS _____

JOB DESCRIPTION



Credit requirements: *All candidates are required to obtain credits in a five year period. See the requirements chart on page 10 for more information.*

REQUIRED CREDITS	SENIOR	LEADER
TOTAL REQUIRED	80	100
THROUGH ISM	40 MIN.	50 MIN.
THROUGH ISM APPROVED PROVIDERS	40 MAX.	50 MAX.

WAYS TO EARN CREDITS	
WEBINARS—1 HOUR = 1 CREDIT	ADVANCEMENT ACADEMY = 40 CREDITS
ONE-DAY WORKSHOPS = 10 CREDITS	CONFERENCE = 10 CREDITS (MAXIMUM)
THREE-DAY WORKSHOPS = 30 CREDITS	ISM ON SITE ADVANCEMENT WORK = DETERMINED CASE BY CASE
CEUs—1 CEU = 5 CREDITS (20 CREDITS MAX.)	

NAME EVENT/PRESENTER _____ DATES _____

NAME OF SPONSORING ORGANIZATION _____ CREDITS _____

CIRCLE ONE: WEBINARS | ONE-DAY WORKSHOPS | THREE-DAY WORKSHOPS | CONFERENCE | [ADVANCEMENT ACADEMY](#) | ISM ON-SITE ADVANCEMENT WORK | CEUs

NAME EVENT/PRESENTER _____ DATES _____

NAME OF SPONSORING ORGANIZATION _____ CREDITS _____

CIRCLE ONE: WEBINARS | ONE-DAY WORKSHOPS | THREE-DAY WORKSHOPS | CONFERENCE | [ADVANCEMENT ACADEMY](#) | ISM ON-SITE ADVANCEMENT WORK | CEUs

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NAME OF SPONSORING ORGANIZATION _____ CREDITS _____

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NAME EVENT/PRESENTER _____ DATES _____

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CIRCLE ONE: WEBINARS | ONE-DAY WORKSHOPS | THREE-DAY WORKSHOPS | CONFERENCE | [ADVANCEMENT ACADEMY](#) | ISM ON-SITE ADVANCEMENT WORK | CEUs



Volunteerism for Senior and Leader level candidates: *20 hours per year for the previous five years (i.e., 100 hours). Please attach any documentation provided by the agencies in which you volunteered.*

NAME OF SERVICE/ACTIVITY _____ DATES _____

NAME OF SPONSORING ORGANIZATION _____ HOURS _____

DESCRIPTION OF ACTIVITY

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NAME OF SPONSORING ORGANIZATION _____ HOURS _____

DESCRIPTION OF ACTIVITY

Documents: Listed below are the required documents you must submit with your application. For more details about the requirements, visit isminc.com/iacp-requirements.

REQUIRED DOCUMENTS	SENIOR	LEADER
SIGNED AFFIRMATION OF ADVANCEMENT CORE VALUES (PAGE 9)	✓	✓
LETTER OF RECOMMENDATION	✓	✓
PORTFOLIO	✓	✓
REFLECTION	✓	✓
LEADERSHIP ACTIVITIES		✓

Affidavit

I declare that the information in this form and all materials submitted with it is true and correct.

SIGNATURE _____ DATE _____

Advancement Core Values

1. We believe deeply in the mission of our school and are compelled to action.

Schools exist to serve students, and the school's mission must embody this commitment. Advancement professionals must be unwavering in support of this commitment. We demonstrate this through our communications, acceptance of only mission-appropriate students and families, and acceptance of gifts that serve our school's mission.

2. We act in an ethical and legal manner.

We place mission above personal gain, inspire others with our own sense of dedication, and subscribe to professional standards. Compensation is a fixed salary based on tasks we are required to do, not on the number of students admitted or the amount of money raised. We understand that our relationships are founded on trust—each one of our constituents can trust our words and deeds. Toward this end, we ensure data privacy and confidentiality, safeguarding and honoring the privacy of all constituents. We also subscribe to the Code of Ethical Principles and Standards of Professional Practice, and Donor Bill of Rights developed by AAFRC, AHP, CASE, and AFP.

3. Our Advancement Team creates, nurtures, and measures relationships with our school's diverse constituents.

A school's tradition of excellence is best illuminated by our constituents' day-to-day and ongoing experiences of the school. We are committed to crafting a truthful and compelling message that articulates the promise of our school's mission and persistently validates its delivery. We develop opportunities for our constituents to contribute their time, talent, and resources. We collect both quantitative and qualitative data that enables us to improve our practice and foster a lasting bond between our constituents and the mission, culture, and values of the school.

4. Our Advancement Team delivers results.

We hold ourselves accountable for success. We meet or exceed the expectations of our constituents, and we meet or exceed both our enrollment and philanthropic goals.

5. We have a comprehensive advancement system in place, governing all admission and enrollment management, marketing communications, and development efforts.

Starting from our own Advancement Team mission, we seek to develop a systematic and integrated approach to all advancement functions. We recognize the leadership of the School Head and Board of Trustees, and align our work with our school's strategic plan and strategic financial plan. In collaboration with the Head, we create clearly developed objectives, measures, and timelines for implementation—and coordinate with each other to ensure a cohesive approach. We seek data-informed solutions based on accurate, retrievable data. This provides the basis for assessing, improving, and implementing our plans.

6. Our Advancement Team advocates for individual and team professional growth and renewal plans.

We are committed to career-long learning. Professional development focuses directly on the needs and challenges that affect performance—and taps into the technical and leadership strengths we possess and share with our colleagues. Remaining current in the latest advancement research and practices (processes and behaviors) through reading, seminars, and workshops is a regular and frequent activity. We develop and maintain a network of fellow professionals with whom we share and exchange ideas and perspectives.

I affirm ISM's Advancement Core Values and commit to following them in my professional practice in the schools I serve.

SIGNATURE _____ DATE _____

NAME (PRINT) _____ TITLE _____

PLEASE SIGN AND RETURN/EMAIL THIS FORM TO THE IACP REGISTRAR AND KEEP A COPY FOR YOUR RECORDS.

Reference: Certification Requirements

Designation	Professional IAP	Senior IAP-S	Leader IAP-L
REQUIREMENTS			
EXPERIENCE <i>Experience Requirements for Senior and Leader levels can include previous advancement experience outside private-independent schools accepted at a ratio of 2 years to 1.</i>	2 years of advancement experience in private-independent schools	5 years of advancement experience (<i>Minimum of 2 years in private-independent schools</i>)	10 years of advancement experience (<i>Minimum of 7 years in private-independent schools</i>)
LETTER OF RECOMMENDATION <i>See requirements on the application or online</i>	Yes	Yes	Yes
AFFIRMATION OF ISM'S ADVANCEMENT CORE VALUES	Yes	Yes	Yes
CREDITS	40 credits	80 credits	100 credits
▶ Through ISM	40	Minimum of 40 Credits	Minimum of 50 Credits
▶ Through ISM approved providers	N/A	Maximum of 40 Credits	Maximum of 50 Credits
	<i>Ways to Earn Credits:</i>	Webinars—1 hour = 1 credit One-day Workshops = 10 credits Four-day Workshops = 30 credits Conference = 10 credits (maximum) Advancement Academy = 40 credits ISM On Site Advancement Work = Determined case by case CEUs—1 CEU = 5 credits (20 credits maximum)	
VOLUNTEERISM <i>Performed outside the professional's school</i>	N/A	20 hours per year	20 hours per year
PORTFOLIO <i>Portfolio of work/results/data required for ISM and/or peer evaluation with letter of explanation e.g., evidence of planning with detailed goals and results; submission of created materials; creation and completion of major project related to school goals</i>	N/A	Yes	Yes
REFLECTION	N/A	Yes	Yes
LEADERSHIP ACTIVITIES <i>You report to the School Head or the Board Chair and participate in at least 3 of the following:</i>	N/A	N/A	Yes
<ul style="list-style-type: none"> ■ Involvement with strategic planning ■ Responsible for budget creation, oversight, and management ■ Mentoring of a direct report or colleague ■ Leading a conference presentation or workshop ■ Publication of articles ■ Supervising at least two direct reports 			
INTERVIEW <i>Carried out by an ISM professional</i>	N/A	N/A	Yes